

4-H Project Leader Trainer

Purpose: Provide leadership and support for project leaders to include orientation and training for more effective project meetings with 4-H members.

Responsibilities:

1. Distribute and collect enrollment cards for 4-H members and return enrollment cards to Extension Office.
2. Work with the Extension Office for requesting and distributing 4-H member's project materials.
3. Work with project leaders and prepare a list of project leaders for Organizational/Community Leaders.
4. Plan and conduct "how-to" and subject matter trainings (individual or group) for project leaders.
5. Review written position descriptions with project leaders.
6. Answer questions of project leaders.
7. Visit with project leaders about their meetings. Assists project leaders as needed.
8. Encourages volunteers, adults and teens to assist with project meetings.
9. Praise and thank project leaders for working with 4-H members.

Skills/Knowledge Needed:

- Knowledgeable of 4-H
- Knowledge of how to conduct a project meeting
- Ability to work with adults and teens
- Organizational skills
- Communication skills, written and verbal
- Enthusiasm and patience

Time Commitment: One year, renewable
Club enrollment peak time

Resource People:

Extension Agents
Extension Specialists
Master 4-H Volunteers

Resources Materials:

National 4-H Curriculum
Project Notebooks
Library

Benefits:

- Networking
- Resume' building
- Opportunity to expand skills

Results from this position:

- Project Leaders are trained and confident about their role as a project leader
- Project meeting are being scheduled by project leaders
- 4-H members are learning and gaining new skills

Contact Person: Community/Organizational Leader
Former 4-H Club Project Leader Trainer
Extension Agent

4-H Club Records and Awards Trainer

Purpose: Inform and encourage 4-H members, parents, and other leaders the value and purpose of 4-H records and awards.

Responsibilities:

1. Develop a plan for informing and training club members, parents and leaders about 4-H records and awards. Trainings may be included during the monthly meeting or conducted at a special meeting. Trainings may include:

- Purpose of 4-H records
 - Instruction on how to complete 4-H records
 - Orientation on the recognition model
 - Promoting achievement pins
 - Instruction on the Kansas 4-H Award Profile and 4-H Scholarships
2. Assist 4-H members submitting award applications to local extension by deadlines.
3. Promote the local and state award opportunities available to 4-H members.

Skills/Knowledge Needed:

- Knowledge of 4-H, the awards system and recognition model
- Communication skills, written and verbal
- Organizational skills
- Ability to work with youth and adults
- Patience to work with details and change

Time Commitment: One year, renewable.

Resources People:

Extension Agent
Master 4-H Volunteer
4-H Specialist

Resource Materials:

4-H Records
Kansas 4-H KAP- web resources
Recognition Model

Benefits:

- Networking
- Resume' building
- Opportunity to expand skills

Results from this position:

- 4-H members and parents understand the value of record-keeping as a life skill
- 4-H members and volunteers honored for their accomplishments
- 4-H members learning and gaining new skills

Contact Person: Organization/Community Club leader
Extension Agent